

Cruz, Theresa

**POSITION DESCRIPTION** (Please Read Instructions on the Back)1. Agency Position No.  
SPD0006

## 2. Reason for Submission

☐ Redescription ☒ New  
☐ Reestablishment ☐ Other

Explanation (Show any positions replaced)

## 3. Service

☒ Hdqtrs ☐ Field

## 4. Employing Office Location

Washington, DC

## 5. Duty Station

Washington, DC

## 6. OPM Certification No.

SPD0006

## 7. Fair Labor Standards Act

☒ Exempt ☐ Nonexempt

## 8. Financial Statements Required

☐ Executive Personnel Financial Disclosure ☐ Employment and Financial Interest

## 9. Subject to IA Action

☐ Yes ☒ No

## 10. Position Status

☒ Competitive  
☐ Excepted (Specify in Remarks)  
☐ SES (Gen.) SES (CR)

## 11. Position Is

☐ Supervisory  
☐ Managerial  
☐ Neither

## 12. Sensitivity

☐ 1-Non-Sensitive ☐ 3-Critical  
☐ 2-Noncritical Sensitive ☐ 4-Special Sensitive

## 13. Competitive Level Code

## 14. Agency Use

15. Classified/Graded by	Official Title of Position	Pay Plan	Occupational Code	Grade	Initials	Date
a. Office of Personnel Management	Human Resources Specialist (Classification)	GS	0201	14	mds	11/02/2015
b. Department, Agency or Establishment						
c. Second Level Review						
d. First Level Review						
e. Recommended by Supervisor or Initiating Office	Human Resources Specialist (Classification)	GS	0201	14		

## 16. Organizational Title of Position (if different from official title)

## 17. Name of Employee (if vacant, specify)

## 18. Department, Agency, or Establishment

National Labor Relations Board

## c. Third Subdivision

Office of Human Resources

## a. First Subdivision

Office of the General Counsel

## d. Fourth Subdivision

## b. Second Subdivision

Division of Administration

## e. Fifth Subdivision

## 19. Employee Review-This is an accurate description of the major duties and responsibilities of my position.

## Signature of Employee (optional)

20. **Supervisory Certification.** I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that

this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

## a. Typed Name and Title of Immediate Supervisor

## b. Typed Name and Title of Higher-Level Supervisor or Manager (optional)

Angela R. Wilson,  
Director, Human Resources

## Signature

## Date

## Signature

## Date

Angela Wilson

11/06/2015

21. **Classification/Job Grading Certification.** I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.

## 22. Position Classification Standards Used in Classifying/Grading Position

Job Family Position Classification Standard for Administrative Work in the Human Resources Group, GS-0200

## Typed Name and Title of Official Taking Action

Michael D. Scott

Human Resources Specialist

## Signature

## Date

**Information for Employees.** The standards, and information on their application, are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the U.S. Office of Personnel Management.

Digitally signed by mscott@nlrb.gov  
 DN: cn=mscott@nlrb.gov  
 Date: 2015.11.02 11:57:43 -05'00'

11/02/2015

23. Position Review	Initials	Date	Initials	Date	Initials	Date	Initials	Date	Initials	Date
a. Employee (optional)										
b. Supervisor										
c. Classifier										

## 24. Remarks

This position is at full performance level.

## 25. Description of Major Duties and Responsibilities (See Attached)

## Instructions for Completing Optional Form 8

### POSITION DESCRIPTION

In order to comply with the requirements of FPM Chapter 295, subchapter 3, and other provisions of the FPM, agencies must complete the items marked by an asterisk. Agencies may determine what other items are to be used.

\*1. Enter position number used by the agency for control purposes. See FPM Chapter 312, Subchapter 3.

\*2. Check one.

"Redescription" means the duties and/or responsibilities of an existing position are being changed.  
 "New" means the position has not previously existed.  
 "Reestablishment" means the position previously existed, but had been cancelled.  
 "Other" covers such things as change in title or occupational series without a change in duties or responsibilities.  
 The "Explanation" section should be used to show the reason if "Other" is checked, as well as any position(s) replaced by position number, title, pay plan, occupational code, and grade.

3. Check one.

\*4. Enter geographical location by city and State (or if position is in a foreign country, by city and country).

\*5. Enter geographical location if different from that of #4.

6. To be completed by OPM when certifying positions. (See Item 15 for date of OPM certification.) For SES and GS-16/18 positions and equivalent, show the position number used on OPM Form 1390 (e.g., DAES0012).

\*7. Check one to show whether the incumbent is exempt or nonexempt from the minimum wage and overtime provisions of the Fair Labor Standards Act. See FPM Chapter 551.

8. Check box if statement is required. See FPM Chapter 734 for the Executive Personnel Financial Disclosure Report, SF 278. See FPM Chapter 735, Subchapter 4, for the Employment and Financial Interests Statement.

9. Check one to show whether Identical Additional positions are permitted. See FPM Chapter 312, Subchapter 4. Agencies may show the number of such positions authorized and/or established after the "Yes" block.

10. Check one. See FPM Chapter 212 for information on the competitive service and FPM Chapter 213 for the excepted service. For a position in the excepted service, enter authority for the exception, e.g., "Schedule A-213.3102(d)" for Attorney positions excepted under Schedule A of the Civil Service Regulations. SES (Gen) stands for a General position in the Senior Executive Service, and SES (CR) stands for a Career Reserved position.

11. Check one.

A "Supervisory" position is one that meets the requirements for a supervisory title as set forth in current OPM classification and job-grading guidance. Agencies may designate first-level supervisory positions by placing "1" or "1st" after "Supervisory."

A "Managerial" position is one that meets the requirements for such a designation as set forth in current OPM classification guidance.

12. Check one to show whether the position is non-sensitive, noncritical sensitive, critical sensitive, or special sensitive for security purposes. If this is an ADP position, write the letter "C" beside the sensitivity.

13. Enter competitive level code for use in reduction-in-force actions. See FPM Chapter 351.

14. Agencies may use this block for any additional coding requirement.

\*15. Enter classification/job grading action.

For "Official Title of Position," see the applicable classification or job grading standard. For positions not covered by a published standard, see the General Introduction to "Position Classification Standards," Section III, for GS positions, or FPM Supplement 512-1, "Job Grading System for Trades and Labor Occupations," Part 1, Section III.

For "Pay Plan code, see FPM Supplement 292-1, "Personnel Data Standards," Book III.

For "Occupational Code," see the applicable standard; or, where no standard has been published, see the "Handbook of Occupational Groups and Series of Classes" for GS positions, or FPM Supplement 512-1, Part 3, for trades and labor positions. For all positions in scientific and engineering occupations, enter the two-digit functional classification code in parentheses immediately following the occupational code, e.g., "GS-1310(14)." The codes are listed and discussed in the General Introduction to "Position Classification Standards," Section VI.

16. Enter the organizational, functional, or working title if it differs from the official title.

17. Enter the name of the incumbent. If there is no incumbent, enter "vacancy."

\*18. Enter the organizational location of the position, starting with the name of the department or agency and working down from there.

19. If the position is occupied, have the incumbent read the attached description of duties and responsibilities. The employee's signature is optional.

\*20. This statement normally should be certified by the immediate supervisor of the position. At its option, an agency may also have a higher-level supervisor or manager certify the statement.

\*21. This statement should be certified by the agency official who makes the classification/job grading decision. Depending on agency regulations, this official may be a personnel office representative, or a manager or supervisor delegated classification/job grading authority.

22. Enter the position classification/job grading standard(s) used and the date of issuance, e.g., "Mail and File, GS-305, May 1977."

23. Agencies are encouraged to review periodically each established position to determine whether the position is still necessary and, if so, whether the position description is adequate and classification/job grading is proper. See FPM Letter 536-1 (to be incorporated into FPM Chapter 536). This section may be used as part of the review process. The employee's initials are optional. The initials by the supervisor and classifier represent recertifications of the statements in items #20 and #21 respectively.

24. This section may be used by the agency for additional coding requirements or for any appropriate remarks.

\*25. Type the description on plain bond paper and attach to the form. The agency position number should be shown on the attachment. See appropriate instructions for format of the description and for any requirements for evaluation documentation, e.g., "Instructions for the Factor Evaluation System," in the General Introduction to "Position Classification Standards," Section VII.

## **National Labor Relations Board**

**Standard PD #: SPD0006**

**CLASSIFICATION:** HR Specialist (Classification), GS-201-14

**LOCATION:** Office of Human Resources  
Office of the Director

### **INTRODUCTION**

This position is located in the Office of Human Resources (OHR). The OHR is responsible for directing and managing human resources management program for the agency. The purpose of this position is to serve as the classification program manager and is responsible for planning, developing, implementing, administering, and evaluating the classification program for the agency.

### **DUTIES**

Incumbent serves as the program manager and technical authority for classification, position management and organizational management for the agency. As a consultant on program activities and objectives, identifies priorities and resolution of problem areas to ensure operational soundness of the program. The employee assumes full technical responsibility for the planning, development and coordination of special position classification studies that assures full compliance with OPM regulatory requirements. To ensure the agency's classification program compliance, employee establishes policies for the classification program that ensures all regulatory requirements and operations work flows of the agency. Reviews decisions from classification appeal process and determines the extent to which the decision affects classification within the agency. Employee holds responsibility for originating solutions to difficult classification issues involving complex, controversial, often unique, situations characterized by their breadth, importance and precedent setting nature.

Incumbent designs, develops and/or implements innovative position structures and jobs that contribute to improving the organization, and that improve organizational and costs effectiveness, efficiency and flexibility. After learning of organizational changes management desires to make, provides organizational design options to maximize operational efficiencies. Considering the existing or proposed organizational design, provides education to management officials on expanding supervisory/employee ratios to achieve agency goals. Assists management in establishing organizational designs that achieves the optimum balance in the number and types of positions to achieve desired skills mix and reduce payroll costs. Incumbent uses innovative approaches in the review and evaluation of individual jobs, streamlining the procedures applicable to the development of position descriptions and evaluation procedures. Facilitates and leads agency managers through reorganizing their organizational structure with ensuring classification accuracy and employee implementation processes.

Analyzes statutory, regulatory and agency guidelines to determine the nature and extent of flexibilities permitted to resolve new or unusual problems. Evaluates the classification, position management and organizational management program to identify deficiencies in regulatory guidance and revises policies to reach optimum operational efficiencies. Collaborates with other HR program managers to build process mapping for program cross overs. Provide interpretation and guidance on complex classification program issues to agency managers when they arise. In order to improve program, contributes to the development and execution of self-assessment of the classification, position management and organization programs. Initiates changes where improvement is deemed necessary and contributes to the development of corrective action plans. Evaluates known problems, identify impact, direct and indirect, on the total program of new legislation, executive and regulatory issuances. Responds to issues involving complex problems and/or concerns, recommends solutions and alternative approaches and consults with senior staff. The program manager provides staff- level expert advisory and consultative services to NLRB senior leadership on activities of significant position classification problems or issues that may involve a single organizational element or an unusual entire field activity. Leads or serves as a team member on special projects or comprehensive studies to examine a spectrum of HR problems or issues resulting from an organization-specific situation or consistency issues that cross subordinate field activities.

Establishes a training program for HR classifiers and provides ongoing mentoring. Conducts group training sessions and one-on-one training to instill the classification processes and procedures to establish a sound classification program. To gain program efficiencies, creates data sheets for critical classification factors and standard operating procedures.

#### **Factor 1 - Knowledge required by the position**

**Level 1-8 1550 Points**

Mastery of, and skill in applying, advanced HR principles, concepts, and practices, including position management and organizational design sufficient to serve as the agency's focal point for technical guidance on implementing and administering position classification programs.

Mastery knowledge and skill in maintaining agency-wide position classification accuracy and consistency in interpreting and applying position classification standards and in reviewing classification appeal packages for major program implications.

Expert knowledge in advising agency on the accepted principles and rules of judgment in analyzing contentious and complex individual position and organization structure issues (e.g., resolving borderline pay category issues affecting large numbers of positions, applying broadly written guides to rapidly evolving professional or equivalent occupations, and resolving highly contentious mixed series/mixed grade, interdisciplinary fields, impact of the person on the position, and equivalent issues with widespread internal and potentially external impact).

Knowledge of the methods and techniques used in written communication to develop and publish agency regulations and policy guidance.

Ability to effectively present complex ideas and options to a wide range of audiences, and to tactfully persuade others to take a particular course of action or to accept findings, recommendations, changes, or alternative viewpoints.

**Factor 2 - Supervisory Controls**

**Level 2-5 650 Points**

The Director provides administrative and broad policy direction.

The incumbent has independent responsibility for assigned programs to include development of policy and guidance and program review. The incumbent independently plans, designs, and carries out the program management work and is considered the technical authority for the classification, position management and organizational management program. The incumbent refers only the most controversial or precedent setting problems to the supervisor for discussion, together with technically sound recommendations for their resolution.

The Director reviews work for potential impact on broad agency policy objectives and program goals and is normally accepted as authoritative and technically proficient.

**Factor 3 - Guidelines**

**Level 3-5 650 Points**

Statutory guidelines include Title 5, United States Code, Code of Federal Regulations and OPM regulations and guidance.

The employee uses guidelines that are often ambiguous and express conflicting or incompatible goals and objectives, requiring extensive interpretation. The employee uses judgment and ingenuity and exercises broad latitude to determine the intent of applicable guidelines; develop policy and guidelines for specific areas of work; and formulate interpretations that may take the form of policy statements and guidelines.

**Factor 4 - Complexity**

**Level 4-5 325 Points**

The work includes varied duties requiring many different and unrelated processes and methods that are applied to the classification functional area of human resource management. The work requires substantial depth of analysis to manage assignments where there are major areas of uncertainty in approach, methodology and/or interpretation. The human resources program activities must be directed within an environment of constantly changing economic conditions; technological developments or existing system limitations; OPM regulations, guides, and standards issuance, and unanticipated programmatic impacts, requiring the incumbent to use substantial originality in developing new concepts and techniques to achieve success.

The programs, projects or initiatives worked on require the incumbent to analyze interrelated problems and issues that affect long-range substantive mission-oriented programs designed to meet the future human resource needs of the agency. The assignments typically require substantial effort to go accomplish the design, testing and implementation of new policies, procedures, or technological innovations required for program success. The work addresses areas that require extensive collaborative efforts with the agency's leadership on employing change process concepts and techniques.

The work requires the incumbent to lead teams and/or ad hoc groups engaged in broad studies and analyses for the long-range assessment and resolution of substantive human resources operating and/or policy issues.

**Factor 5 - Scope and Effect**

**Level 5-5      325 Points**

The purpose of the work is to direct, plan and carry out the classification program with agency-wide responsibility. The work involves resolving critical problems and issues resulting from broad consistency reviews and appeal decisions. The work involves obtaining top management agreement and/or agency approval on issues concerning implementation of classification decisions that result in adverse impact on substantial numbers of people and require significant departure from previous practice. Work products or services affect the work of other experts or often serve as the basis for the development of major aspects of classification programs.

**Factor 6 - Personal Contacts**

**Level 6-3**

Personal contacts include persons outside the agency, including consultants, contractors, or business executives, in moderately unstructured settings. This level may also include contacts with agency officials who are several managerial levels removed from the employee when such contacts occur on an ad hoc basis. Must recognize or learn the role and authority of each party during the course of the meeting.

**Factor 7 - Purpose of Contacts**

**Level 7-C      180 Points**

The purpose of contacts is to provide technical expertise on matters within the program area; to solve complex or long-standing human resources problems; to obtain agreement for necessary changes; to gain compliance with established HR policies and regulations; and to negotiate fundamental changes in long established agency policies and practices affecting the human resources program coordinated. The incumbent must be skillful in approaching contacts in order to influence and persuade managers and executives to accept and implement findings and recommendations when there may be resistance due to such issues as organizational and cultural conflict, competing HR program objectives, or resource availability problems.

**Factor 8 - Physical Demands**

**Level 8-1      5 Points**

The work is sedentary and does not require any special physical effort.

**Factor 9 - Work Environment**

**Level 9-1      5 Points**

The work area is adequately lighted, heated, and ventilated.

**Total Points: 3690 Points**

**Point Range: 3605 – 4050 = GS-14**